

**2nd Transnational Project Meeting Minutes**

MathE

2018-1-PT01-KA203-047361

**Date:** 23 -24 May 2019

**Venue:** KTU Santaka Valley, K. Baršausko 59, LT-51423 Kaunas - Lithuania

**Participating partners:**

* EuroED (RO)
* Instituto Politécnico de Bragança (PT)
* Kaunas University of Technology (LT)
* Limerick Institute of Technology (IE)
* Pixel (IT)
* Technical University of Iaşi (RO)
* University of Genova (IT)

**Head of meeting:** Ana I. Pereira, Instituto Politécnico de Bragança (PT)

**Minutes taker:** Lorenzo Martellini, Pixel (IT)

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1. Agenda

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**Work programme**

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| 1 |  | | Welcome of Participants |
| 2 |  | | Adoption of the agenda |
| 3 |  | | Preparatory Activities: Involvement of target groups   * *Presentation of the results achieved* |
| 4 |  | | Presentation of the 3 Intellectual Outputs |
|  | 4.1 | | Intellectual output 1: Student's Assessment Toolkit   * *Presentation of the current results and functionalities of the platform* |
|  | 4.2 | | * *Analysis of the questions uploaded* |
|  | 4.3 | | Intellectual output 2: Online Math Library of Video Lessons and Teaching Materials   * *Analysis of the templates to carry out the activities* |
|  | 4.4 | | Intellectual output 3: Community of Practice   * *Presentation of the planned activities and expected results* |
| 5 |  | | Presentation of the project’s events |
|  | 5.1 | | Multiplayer events (ME)   * *Presentation of the templates for carrying out the activities (ME1 – 2 – 3 – 4)* |
|  | 5.2 | | Training Activity in Braganca (TA)   * *Presentation of the planned activities and expected results* |
| 6 |  | | Presentation of the Project Management Activities (PM) |
|  | 6.1 | | Presentation and analysis of PM1: Coordination of Activities   * *Presentation of the current situation* * *Schedule of future meeting* |
|  | 6.2 | | Financial reporting of the project   * *Questions and answers session* |
|  | 6.3 | Presentation and analysis of PM2: Dissemination   * *Presentation of the current results* | |
|  | 6.4 | Presentation and analysis of PM3: Exploitation   * *Presentation of the current results* | |
|  | 6.5 | Presentation and analysis of PM4: Evaluation   * *Presentation of the activities to be carried out* | |
| 7 |  | Any Other Business | |
| 8 |  | Meeting Evaluation | |

1. List of Participants

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| **Name and Surname** | **Institution** |
| Ana I. Pereira | Instituto Politécnico de Bragança (PT) |
| Anca Constantin | EuroED (RO) |
| Arvid Perego | University of Genova (IT) |
| Aušra Žvironienė | Kaunas University of Technology (LT) |
| Carmen Antonita | EuroED (RO) |
| Daiva Petkevičiūtė-Gerlach | Kaunas University of Technology (LT) |
| Florbela Fernandes | Instituto Politécnico de Bragança (PT) |
| Kristina Šutienė | Kaunas University of Technology (LT) |
| Lina Dindienė | Kaunas University of Technology (LT) |
| Lorenzo Martellini | Pixel (IT) |
| M. Fátima Pacheco | Instituto Politécnico de Bragança (PT) |
| Marie Walsh | Limerick Institute of Technology (IE) |
| Roman Marcel Romică | Technical University of Iaşi (RO) |
| Vida Drąsutė | Kaunas University of Technology (LT) |

1. Minutes

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| * **Welcome to Participants**   Vida Drąsutė from Kaunas University of Technology (LT) welcomes all the project partners to Kaunas and thanks them for coming at the meeting. She provides the partners with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy their stay in Kaunas.  Ana Isabel Pereira from Instituto Politécnico de Bragança (PT) wishes all partners a fruitful meeting and expresses the hope to keep working fruitfully the two years of life of the project.   * **Adoption of the agenda**   Lorenzo Martellini from Pixel (IT) explains the meeting folder.  The meeting agenda is introduced and adopted by all partners.   * **Introduction to the project context and background**   Ana Isabel Pereira from Instituto Politécnico de Bragança (PT) presents MathE Project background. Students of scientific and economics subjects at higher education level often lack the basic maths skills to effectively follow their lectures.  The target groups are:   * Math Lecturers * Math Students at university level * Policy Makers in the Field of Education   The main project tangible results are 3 intellectual outputs:   * Students’ Assessment Toolkit * Online Math Library of Video Lessons and Educational Material * Teachers’ and Students’ Community of Practices   Enhance the quality of teaching and improve pedagogies and assessment methods by:   * Facilitating the identification of students’ gaps in Math * Providing Math teachers with appropriate digital sources * Enhancing transnational sharing of innovative teaching sources * **Preparatory Activities: Target Groups Involvement**   **Actions to be Carried Out**  Involvement of target groups:   * + 25 lecturers   + 100 students   **Templates and Tools**  PM1.A – Lecturer Information  PM1.B – Student Information  PM1.C – Role of the Target Groups  Lorenzo Martellini presents the templates to the partners. The templates are analyzed, discussed, modified and approved asking to add a sentence related to the General Data Protection Regulation.  The final version of the templates is attached to the minutes.  **Expected Results**  Each country should select and upload on the project portal at least:   * + 5 Lecturers   + 20 Students   **Current Results**    **Deadlines**  15 December 2019  All Partners  Upload on the project portal the target group information   * **Presentation of the Intellectual Outputs of the MathE Project**   + **Intellectual Output 1: Student's Assessment Toolkit**   **Actions to be Carried Out**   |  |  | | --- | --- | | IO1.1) Creation of all templates needed for carrying out the activities | 1 October 2018  15 October 2018 | | IO1.2) Development of the dedicated project portal section | 1 October 2018  30 November 2018 | | IO1.3) Definition of the questions for the Assessment Tools | 1 October 2018  30 June 2019 | | IO1.4) Review of the questions for the Assessment Tools | 1 April 2019  31 December 2019 |   **Templates and Tools**   * IO1.A – Assessment Tools   Ten Math topics are identified and assigned to each partner as follows:   * Manipulation of algebraic expressions (LIT) * Real Functions of a single variable (UniGenova) * Integration (IPB) * Matrix and determinats (KTU) * Linear systems (UniGenova) * Graphs (LIT) * Optimization (IPB) * Statistics (KTU) * Real Functions of several variables (TUIasi) * Differential equations (TUIasi)   **Expected Results**   * Identification of 10 Math topics * Distribution of 2 Math topics per partner * Each HEI partner for each of the 2 Math topics should define: * 40 questions/answer for the Student Need Assessment Tool * 20 questions/answer for the Student Assessment Tool * EuroED will give technical support to TUIasi   Each HEI partner should review questions/answers for at least 3 Math topics.  **Current Results**          It is decided to have the filter for subtopics everywhere.  Ana Pereira from IPB (PT) will send a detailed list of statistics to be implemented for lecturers and students.  It is decided to put the possibility to change the password.  When registering, the password must be not visible.  In the self-assessment, it is also decided to give the possibility to have no answered questions adding a fifth answer “I do not know”. A no answered question is considered as wrong.  When the platform is presenting the results of the self-assessment there should be:   * A button to report a question to [mathe@ipb.pt](mailto:mathe@ipb.pt) and to the author of the question; * If the chosen wrong answer was selected, the correct answer   The time of the exam is the one where the University is located.  **Final Assessment**  The score of the questions must be with 2 decimals  The name of the lecturer should be visible in the list of final assessments  In the final assessment, it is also decided NOT to show the correct answer.  The lecturer cannot change the final assessment once it is started  In the final assessment, it is also decided to give the possibility to have no answered questions adding a fifth answer “I don’t know”. An “I do not know” answer is considered as a wrong answer.  In the page of the students asking to participate, the lecturer should be able to see:   * Name and surname * Email address * University Student Number * Faculty/Department   In the page of the details of the results for each students there should be:   * Name of the student * Email address of the student * University Student Number (to be added in the profile page not mandatory) * Total score * The answer given by the students with the indication if it is correct or wrong   The information in the details page should be downloadable as an xls file. It is not necessary to report the text of the answer, but just the position in the list of answers uploaded by the lecturer.  **Deadlines**  **30 June 2019**  HEIs + EuroED  Definition for each of the 2 Math topics of:   * 40 questions/answer for the Student Need Assessment Tool   **30 July 2019**  HEIs  Revision for 3 Math topics of the questions/answers produced  **31 October 2019**  HEIs + EuroED  Definition for each of the 2 Math topics of:   * 20 questions/answer for the Student Final Assessment Tool   **30 November 2019**  HEIs  Revision for 3 Math topics of the questions/answers produced   * + **Intellectual output 2: Online MathE Library of Video Lessons and Teaching Materials**   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 2.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO2.1) Creation of all templates needed for carrying out the activities | 1 April 2019  30 April 2019 | | | IO2.2) Identification and review of existing videos | 1 May 2019  31 August 2019 | | | IO2.3) Production/adaptation of video lessons | 1 September 2019  31 January 2020 | | | IO2.4) Production/adaptation of teaching material | 1 July 2017  30 July 2017 | | IO2.5) Review the proposed materials | 1 February 2020  30 May 2020 | | IO2.6) Preparation of the guide for the online version | 1 June 2020  30 September 2020 |   **Templates and Tools**  IO2.A – Existing Video Review  IO2.B – Video Lessons  IO2.C – Teaching Material  IO2.D – Teaching material review  Templated IO2.A e IO2.B are presented, discussed, modified and approved. The approved version is attached to the minutes.  **Expected Results**   * Identification and review, by HEIs, of 5 existing videos for each of the 2 assigned topics * Production/adaptation, by HEIs\*, of 5 video lessons for each of the 2 assigned topics * Production/adaptation, by each partner, of 10 Teaching material (podcast, pdf, …) for each of the 2 assigned topics   \* EuroED will take care of the video editing of the Romanian video lessons  **Deadlines**  **30 September 2019**  HEIs  Identification and review of existing videos (5 per assigned topic or subtopic)  **30 November 2019**  HEIs and EuroED (RO)  Production/adaptation of at least 1 video lesson  **30 November 2019**  Pixel (IT), IPB (PT)  Creation of the Templates  **31 January 2020**  HEIs and EuroED (RO)  Production/adaptation of video lessons (5 per assigned topic)  **30 May 2020**  HEIs  Production/ adaptation of 10 Teaching material (podcast, pdf, …) for each assigned topic  **30 September 2020**  HEIs  Review all material of 3 Math topics   * + **Intellectual output 3: Community of Practice**   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 3.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 | | | IO3.2) Contribution to the community of practice from target groups | 1 June 2020  30 August 2020 | | | IO3.3) Contribution to the community of practice from target groups related to good practice | 1 September 2020  30 October 2020 | | | IO3.4) Production of the online guidebook of good practices | 1 November 2020  31 December 2020 | | IO3.5) Review the online guidebook of good practices | 1 January 2020  31 January 2020 | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 |   **Templates and Tools**  IO3.A – Structure of the Community  IO3.B – Contribution Form  IO3.C – Good Practice Form  **Expected Results**   * Active Community of Practice * Identification of good practices * Online guidebook of good practices   **Deadlines**  **30 April 2019**  Pixel (IT), IPB (PT)  Creation of the Templates  **30 May 2020**  Pixel (IT), EuroEd (RO), IPB (PT)  Creation of the Templates  **30 August 2020**  HEIs  Contribution to the community of practice from target groups  **30 October 2020**  HEIs  Contribution to the community of practice from target groups related to good practice  **31 December 2020**  EuroED (RO)  Production of the online guidebook of good practices  **31 January 2021**  HEIs  Review the online guidebook of good practices   * **Presentation of the project’s events**   Lorenzo Martellini from Pixel (IT) presents the multiplier events which are foreseen in project.   * + **Multiplayer events (ME)**   **Actions to be Carried Out**  Organisation of a 5 dissemination events at national level on the:   * + Student's Assessment Toolkit   + Online Math Library of Video Lessons and Teaching Materials   + Community of Practice     **Templates and Tools**  ME.1 - Multiplier Event Form  ME.2 - Programme Template  ME.3 - List of Participants Template  ME.4 - Minutes form  **Expected Results**  4 dissemination events  LIT (IE), UniGenova (IT), KTU (LT), TUIasi (RO)   * + involvement of 20 lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   Project Final Conference:  IPB (PT)   * + involvement of 40 participants lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   **Deadlines**  **31 January 2021**  HEIs  Sending of documents related to the multiplier events   * + **Training Activity (TA)**   **Actions to be Carried Out**   * Organisation in Braganca of a training event:   + Topics: efficient use of the IOs during the lesson and for self learning   + Participants: **2 members of the staff per each HEIs**   + Period: 1 – 7 November 2020   + Duration: 7 days (including 2 travelling days)   + Certification: ECTS credits according to the duration of the training course     **Templates and Tools**   * TA.1 – Register * TA.2 – Programme * TA.3 – Certificate * TA.4 – Contents for the Mobility Europass * TA.5 – Participants Profile * TA.6 – Report     **Deadlines:**  **30 March 2018**  IPB (PT), Pixel (IT)  Definition of the:  Training Programme  Certificate for the participants  Contents for the Europass  **30 September 2020**  HEIs  Identify 2 participants in the training activity  Contact the National Europass Centre ([link](https://europass.cedefop.europa.eu/about/national-europass-centres)) to activate the Europass Mobility for each participant  **1 – 7 November 2020**  IPB (PT)  Delivery of the training activity and sending to Pixel of the related material (register and report on the training activity)  **15 December 2020**  IPB (PT)  Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)  **15 December 2020**  HEIs  Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants profiles and selection methodology    The Europass Mobility is document to record knowledge and skills acquired in another European country. It is for any person moving to a European country to learn or acquire a work experience, whatever their age or level of education.   * **Presentation of the Project Management Activities (PM)**   The project Management includes 4 different activities:   * Coordination of activities * Dissemination * Exploitation * Quality and monitoring Plan   + **Presentation and analysis of PM1: Coordination of Activities**   **Activity to be carried out**   * Attendance to the partners meeting   + 1st Meeting: Florence (IT), October 2018   + 2nd Meeting: Kaunas (LT), May 2019   + 3rd Meeting: Limerick (IE), December 2019   + 4th Meeting: Iasi (RO), July 2020   + 5th Meeting: Braganca (PT), February 2021 * Production of project reports   **Template and Tools**   * PM1.D – In progress activities reports * PM1.E – Financial Manual (*external annex*) * PM1.F – Financial Forms (*external annex*) * PM1.G - Template of Mobility Declaration     **Current Results**    **Expected Results**  Reports  Production of:   * Three months period online Activities Reports * Yearly Financial Report   **Deadlines**  **Every three months** (30 May 2019-2020, 30 August 2019-2020, 30 November 2019-2020, 28 February 2020-2021)  All Partners   * Production of Activities Report Forms   **30 September 2019, 15 March 2021**  All Partners  Financial Reports   * + **Project Management: PM2 – Dissemination**   Lorenzo Martellini explains the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.  **Activity to be carried out**   * Development and translation of project brochures * Organization of at least 1 dissemination event on the project every month * Creation of a Facebook page * Production of the best practice dissemination report * Production of transnational dissemination report   **Template and Tools**   * Template: PM2.A – In progress dissemination reports * Template: PM2.B – How to write the Best Practice Dissemination Report   Lorenzo Martellini from Pixel (IT) shows the 2 templates and explains how to use and fill in them.  **Expected Results**   * Project Brochure in all partners languages * Database of dissemination events on the portal * Facebook Page * National Best Practice Dissemination Report * Transnational Dissemination Report   **Current Results**    **Deadlines**  **Every three months** (30 May 2019-2020, 30 August 2019-2020, 30 November 2019-2020, 28 February 2020-2021)  All partners  Upload of 1 dissemination events per month  **Every month**  All partners  Contribution to the Facebook page    **15 September 2019**  All partners  Progress Best Practice Dissemination Report  **28 February 2021**  All partners  Final Best Practice Dissemination Report   * + **Project Management: PM3 - Exploitation**   Lorenzo Martellini explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.  In order to achieve this objective the partners will promote the portal and the intellectual outputs trough link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.  **Actions to be Carried Out**  Involvement in the project of associated partners  Collection of exploitation links  **Template and Tools**  PM3.A - Associated Partner Letter  PM3.B - Associated Partner Information  PM3.C – Exploitation links  Lorenzo Martellini presents the Template and Tools and the partners approve them.  **Expected Results**  Involvement of 6 associated partners  Collection of 6 exploitation links  **Deadlines**  **15 September 2019**  All Partners   * Involvement of 3 associated partners * Collection of 3 exploitation links   **28 February 2021**  All Partners   * Involvement of a total number of 6 associated partners * Collection of a total number of 6 exploitation links   + **Presentation and analysis of PM4: Quality and Monitoring Plan**   Lorenzo Martellini from Pixel (IT) presents the idea under the current Activity.  **Actions to be carried out**   * Collection of testimonials * Production of testing evaluation report * Production of transnational evaluation report   **Template and Tools**   * PM4.A – Quality Plan * PM4.B – Project Meeting Evaluation Questionnaire *(partners)* * PM4.C – Project Evaluation Questionnaire *(partners)* * PM4.D – Evaluation Questionnaires for Intellectual Outputs *(end users)* * PM4.E – Tool for questionnaires analysis * PM4.F – How to write the Evaluation Report on Intellectual Outputs   **Expected Results**   * 3 issues of the Quality Plan * 6 testimonials per country * 20 evaluation questionnaires per country * 1 Testing Evaluation Report per country     **Deadlines**  **31 January 2021**  All Partners  Collection of 6 testimonials  Collection of 20 evaluation questionnaires  Sending of evaluation report on the IOs   * **Calendar of Activities and Reminder on Project Deadlines**   Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.   * **Schedule of Future Meetings**   All partners agree to have the third partners’ meeting on 2 – 3 December 2019 in Limerick (IE)   * **Any Other Business**   Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.   * **Meeting Evaluation**   Lorenzo Martellini from Pixel (IT) distributes to all partners 2 evaluation forms that will be used to report their impressions on the meeting and on the project  **Annexes:**  Annex 1 - Project presentation  Annex 2 - Calendar of deadlines |